

**RESTRICTED**

4 February 1948

**MEMORANDUM FOR:** Personal Assistant to the Director  
Chief, Advisory Council  
Assistant to the Executive Director  
Chief, ICAPS  
General Counsel  
Executive for Inspection and Security  
Chief, Management Branch, AAM

**SUBJECT:** Procurement of Supplies and Services

25X1A 1. [REDACTED] Services Branch, AAM, has been relieved from duty at North Interior Building, and will not be replaced by a Services Branch representative.

2. The Chief, Services Branch, AAM, is charged with maintaining an adequate supply of office supplies in the Executive Registry for the use of OIA activities located in North Interior Building.

25X1A

3. Procurement of other services heretofore performed by [REDACTED] is now charged to each activity concerned. Attached is a directory indicating appropriate contacts and forms required for procurement of services from the Services Branch, AAM. Emergency services can be obtained quickly by telephone request to the appropriate Services Branch activity, to be confirmed later, if necessary, by proper form or other type of request for service.

25X1A

4. Failures in service should be reported directly to the Executive for AAM for corrective action.

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1 Encl.




Directory of Contact Points

Copy to:

Chief, Services Branch, AAM

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SERVICES BRANCH  
DIRECTORY OF CONTACT POINTS

<u>ACTIVITY</u>	<u>CONTACTS</u>	<u>INT.</u>	<u>ROOM NO.</u>	<u>FORMS REQUIRED</u>
OFFICE OF THE CHIEF			200 North	25X1A
REPRODUCTION DIVISION			202 North	Form 36-2, "Reproduction Requisition to be submitted in duplicate.
TRANSPORTATION DIVISION			201 North	Form 34-5, "Request for Domestic Travel Order", to be submitted in one copy only. (This form also used for requests for amendments to Travel Orders).  Form 36-23, "Request for Overseas Travel Order", to be submitted in duplicate.  Form 36-4, "Request for Overseas Shipment of Cargo", to be submitted in one copy only. (For use in requesting shipment of cargoes, including personal effects, for Offices other than OSC).
Motor Pool Section Maintenance of Vehicles Official Car and Chauffeur Service	25X1A 		Hoslyn Garage  Garage, Rear of Quo Bldg.	25X1A

ACTIVITY

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CONTACTSEXT.ROOM NO.FORMS REQUIRED

## SUPPLY DIVISION

## Procurement Section

Processing Unit  
(Requisition Control)

## Contract Section

## Telephone Section

Real Estate and  
Utilities SectionTypewriter Repair  
ShopStorage & Issue Section  
(Rosslyn Warehouse)Office Supplies and  
Equipment

214 North

215 North

212 North

214 North

335 South

208 North

4 North

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25X1A

Form 36-7, "Request for Supplies, Equipment, or Service", to be submitted in triplicate, except when for cargo shipments - then in quadruplicate.

Memorandums are required for requesting office moves, electrical work, maintenance and repairs. Cleaning of offices, heating, lights, and building services may be requested by telephone.

Form 36-7, "Request for Supplies, Equipment, or Service", to be submitted in triplicate, through Processing Unit, 212 North Bldg.

Form 36-7, "Requisition for Supplies, Equipment, or Service", to be submitted in triplicate. (Requisitions for expendable office supplies are sent directly to Storage & Issue, while requisition for non-expendable office equipment are forwarded through the Processing Unit, 212 North Bldg.)

25X1A

## EXT 3

## ROOM NO.

FOILS REQUIRED 25X1A

205 North

113 South.

7104 FTLA

110 South

117 South

103 South

108 South

212 500-500